

MICHIGAN DEPARTMENT OF EDUCATION PUPIL TRANSPORTATION ADVISORY COMMITTEE

Thursday, June 9, 2011

State Board Room (4th Floor), John A. Hannah Building

PUPIL TRANSPORTATION ADVISORY SUBCOMMITTEE MEETING 9:00 – 10:15 a.m. – Hannah Building – State Board Room
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The subcommittee meets prior to the regular meeting to review and discuss agenda items in preparation for the regular meeting. PTAC representatives are welcome to attend. Topics covered include:

- a) Curriculum and Training
- b) Management and Best Practices
- c) State and National Issues

PUPIL TRANSPORTATION ADVISORY COMMITTEE REGULAR MEETING 10:30 - 12:00 NOON – Hannah Building – State Board Room
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I. CALL TO ORDER

The meeting was called to order at 10:30 a.m. by Mary Ann Chartrand.

II. ROLL CALL AND RECOGNITION OF GUESTS

Michigan Department of:

Education:

- ☒ Mary Ann Chartrand
- ☒ Louis Burgess
- ☒ Ken Micklash

Transportation

- ☒ Angel Fandalian (Primary)
- ☐ Andrea Brush (Alternate)

State

- ☒ Carol Reagan (Primary)
- ☐ John Harris (Alternate)

Michigan Association for:

Pupil transportation

- ☒ Karen Losch (Primary)
- ☐ Mark Niewoonder (Alternate)

Michigan Association of:

School Business Officials

- ☒ Matthew Losch (Primary)
- ☐ Scott Little (Alternate)

School Administrators

- ☐ Steve Matthews (Primary)

School Boards

- ☐ Don Wotruba (Primary)

Public School Academies

- ☐ Dan Quisenberry

Intermediate School Administrators

- ☒ Kim Hooper (Primary)
- ☒ Lori Richardson (Alternate)

Non-Public Schools

- ☐ Brian Broderick (Primary)
- ☐ Barbara Stork (Alternate)

Michigan Education Association

- ☒ Arthur Przbylowicz (Primary)
- ☐ Joe Nazem (Alternate)

Michigan Head Start Association

- ☐ Jeremy Reuter (Primary)

Michigan PTA

- ☐ Donna Oser (Primary)

Michigan State Police

- ☒ Inspector Randy Coplin
- ☒ Sgt. Jill Bennett

Middle Cities Education Association

- ☐ Fred Clarke (Primary)
- ☒ Eddie Williams (for FC)

Representing:

Northern Michigan Directors

- ☒ William Coaster (Primary)

Rural Directors

- ☒ Kevin Doty (Primary)

Urban Directors



Suburban Directors

- ☐ Kerry Weishaupt (Primary)

Special Education Transportation Directors

- ☐ Darryl Dettloff (Primary)

School Bus Drivers

- ☐ Frank Brown (Primary)
- ☒ Penny Ruff (Alternate)
- ☐ Sue Britt

Private Contractors

- ☐ Kellie Dean (Primary)
- ☐ Brian Thrasher (Alternate)
- ☒ Duane Kooyers

Training Agency Association of Michigan

- ☒ Steve Osborne (Primary)
- ☒ Lori Richardson (Alternate)

Others

- ☐ Dale Goby
- ☒ Howard (Mac) Dashney

III. APPROVAL OF October 7, 2010, MEETING MINUTES

Moved that the minutes be approved. Supported. Passed.

IV. ADDITIONS TO AGENDA AND APPROVAL OF AGENDA

Moved to approve the agenda as presented. Supported. Passed.

V. OPENING COMMENTS/ANNOUNCEMENTS/PRESENTATIONS

A. MDE Initiated (Micklash)

1. Public School Academy Transportation Fees (Information)

Ken Micklash reported on legal advice received from the Michigan Attorney General's office on a public school academy's ability to charge a fee for transportation. The advice was that the academy was permitted to do so.

2. Pupil Transportation count – Pupil Transportation count for fall 2011 will align with student membership and special education counts.

Ken Micklash reported that the count date for pupil transportation and pupil membership will be aligned with the per pupil membership and special education pupil count beginning Fall 2011.

3. School Bus Inspections – Update

Inspector Randy Coplin reported that 11,000 of the 17,000 buses have been inspected. He is confident that the buses will all be inspected by August 31, 2011. The FY 2012 budget includes funding for the inspections.

4. NASDPTS School Bus Stop Arm Spring 2011 Survey - Update

Ken Micklash reported on the results of the voluntary stop arm survey that was completed recently in Michigan. There were 914 violations reported in that one day. Generalizations taken from the study include: 1. Many violations do occur. 2. More violations occur during the p.m. take-home route than a.m. or mid-day routes. 3. The majority of violations occur with vehicles passing from the front of the bus going to the rear. 4. The nearly total majority of stop arm violations occur with vehicles passing on the left side of the bus. Members provided suggestions for both education and enforcement.

5. Recognition of Karen Losch, Executive Director of the Michigan Association of Pupil Transportation, for her many years of service to PTAC. Karen will be retiring from her position in June, 2011.

Mary Ann Chartrand presented Karen Losch, Executive Director of the Michigan Association of Pupil Transportation, a recognition award from PTAC. This was given in honor of her years of service. She will be retiring the end of June 2011.

6. Recognition of Jamie Magness and Andrea Gerth of Genesee ISD who won first place honors at the 14th National Special Needs Team Safety Rodeo held in Kansas City during March 2011 was provided.

Jamie Magness and Andrea Gerth of Genesee ISD won first place honors at the 14th National Special Needs Team Safety Rodeo held in Kansas City during March 2011. Recognition certificates were given to Gary West of Genesee ISD for presentation to Jamie and Andrea at a later date.

VI. PRELIMINARY RECOMMENDATIONS/ITEMS PRESENTED TO PTAC

- A. Curriculum and Training (Coaster)
 1. Supervisor Continuing Education Update

Bill Coaster reported that the supervisor training will begin in July. Some of the training will be online and both live and virtual. The 2-hour training will be completed by February 2012. The 4-hour training will begin after that. Timely and cost-effective training is the goal.

- B. Management and Best Practices – (No items)

- C. State and National Issues (Micklash)
 1. National Congress on School Transportation - Update

Ken Micklash reported on the recent meeting of the Michigan committee. The members are preparing for participation in the 2015 national meeting. Finding committee members to represent Michigan at the 2015 meeting is a focus of the current group.

VII. FINAL RECOMMENDATIONS FOR PTAC TO CONSIDER

- A. Curriculum and Training (Micklash and Osborne)
 1. Beginning School Bus Driver Curriculum, Unit IV-Vehicle Operations. Draft presented at February meeting.

Ken Micklash presented the final draft of Beginning School Bus Driver Curriculum, Unit IV. Two more units will be presented in October. This will complete the revision of the entire beginning curriculum in the last five years. Moved to approve Unit IV as presented. Supported. Passed. Final units can be found at the following link: http://www.michigan.gov/mde/0,1607,7-140-6530_6569_38338---,00.html

2. Beginning School Bus Driver Curriculum, Unit V-Collisions and Emergency Procedures. Draft presented at February meeting.

Ken Micklash presented the final draft of Beginning School Bus Driver Curriculum, Unit V. Two more units will be presented in October. This will complete the revision of the entire beginning curriculum in the last five years. Moved to approve Unit V as presented. Final units can be found at the following link:

http://www.michigan.gov/mde/0,1607,7-140-6530_6569_38338---,00.html

B. Management and Best Practices (Micklash)

1. School Bus Evacuation Drills. Consider as new advisory practice. Draft presented at February meeting.

Ken Micklash reviewed the School Bus Evacuation draft document with one modification: "delete word recommending in first sentence". Moved to approve as modified. Supported. Passed. FINAL ATTACHED.

2. Pre-trip School Bus Inspections. Consider as new advisory practice. Draft presented at February meeting.

Ken Micklash reviewed the draft Pre-trip School Bus Inspection advisory practice. Moved to approve as presented. Supported. Passed. FINAL ATTACHED.

C. State and National Issues - (No items)

VIII. ASSIGNMENTS FOR SUBCOMMITTEE WORK

A. MDE Initiated

1. To Curriculum and Training - (No items)
2. To Management and Best Practices - (No items)
3. To State and National Issues - (No items)

B. PTAC Initiated

1. To Curriculum and Training – (No items)
2. To Management and Best Practices – (No items)
3. To State and National Issues – (No items)

IX. OTHER ISSUES

A. Proposed meeting dates for 2011-2012 (all Thursdays)

1. October 6, 2011
2. February 16, 2012

3. June 7, 2012

- B. Penny Ruff raised the issue of drivers with sleep apnea and how the drivers will be able to be recertified for a CDL. She suggested that the potential impact be discussed by one of our committees.

X. ADJOURNMENT

The meeting adjourned at 11:56 a.m.

Pre-trip School Bus Inspections

As a means of improving student safety for pupils transported on school buses, it is recommended that each local and intermediate school district (in coordination with contracted pupil transportation providers, if applicable) develop policies or guidelines requiring every school bus driver to perform a pre-trip inspection of the school bus, document the activity, and report the condition of the school bus to the transportation supervisor, or designee, in a timely manner. It is further recommended that the transportation supervisor provide spot checks to insure the pre-trip inspections are being completed and maintain records of these daily inspections for two (2) years.

Preventing school bus breakdowns assists with reducing driver frustrations and strengthens student safety. The school bus driver's primary concern should be for the safety of his/her passengers. Pre-trip vehicle inspections, when properly completed, reduces the potential for school bus breakdowns and exposure of students to traffic hazards. The Michigan Department of Education, upon the recommendation of the Pupil Transportation Advisory Committee, recommends this procedure be implemented by all Michigan school districts that provide pupil transportation services.

School Bus Evacuation Drills

In order to strengthen student safety for pupils that are transported on school buses, it is recommended that each local and intermediate school district (in coordination with contracted pupil transportation providers, if applicable) develop policies and procedures that every school bus driver conduct an emergency evacuation of pupils from the school bus at least three (3) times per year (front, rear, and front/rear combination). If an evacuation drill is unable to be performed due to the pupil's physical/mental limitations, a written evacuation plan should be developed and accessible to any driver of a school bus with such pupils. Records of these school bus evacuation drills should be maintained in the transportation office for a period of two (2) years.

Student safety is a top priority of Michigan Department of Education. It is important for students to be aware of and understand school evacuation procedures for all educational settings, including the school bus. The Michigan Department of Education, upon the recommendation of the Pupil Transportation Advisory Committee, recommends the implementation of this practice for all pupil transportation providers.